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# **REEFS Form Completion Guide Application for Limited Investor Fund (Ref: APP-101-78)**

Document version: 1.0

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**Revision History:**

Effective Date	Version Number	Revision Description
23 October 2020	1.0	Initial release of documentation

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## 1 INTRODUCTION

**Regulatory Enhanced Electronic Forms Submission (REEFS)**, is an online portal for electronic submission of required financial services information to the Cayman Islands Monetary Authority (“the Authority”) as well as providing payments information where applicable.

## 2 FORM INFORMATION

- Form **APP-101-78** is to be used when applying as a Fund under section 4(4)(a) of the Mutual Funds Law.
- The '+' to the left-hand side of the page, allow for multiple entries, when more than one is applicable for each category, throughout this form.

## 3 ACCESSING AND SUBMITTING THE FORM

### 3.1 UNDERSTANDING REEFS ROLES AND WORKFLOWS

In **REEFS**, roles must be assigned to allow users to perform certain tasks (assigned in the Workflow). These roles give the users permission to prepare, edit, approve, review and submit etc. based on Workflows.

Please use the online instructions for guidance on how to **Create User accounts, Assign Roles** and details of **Workflows**

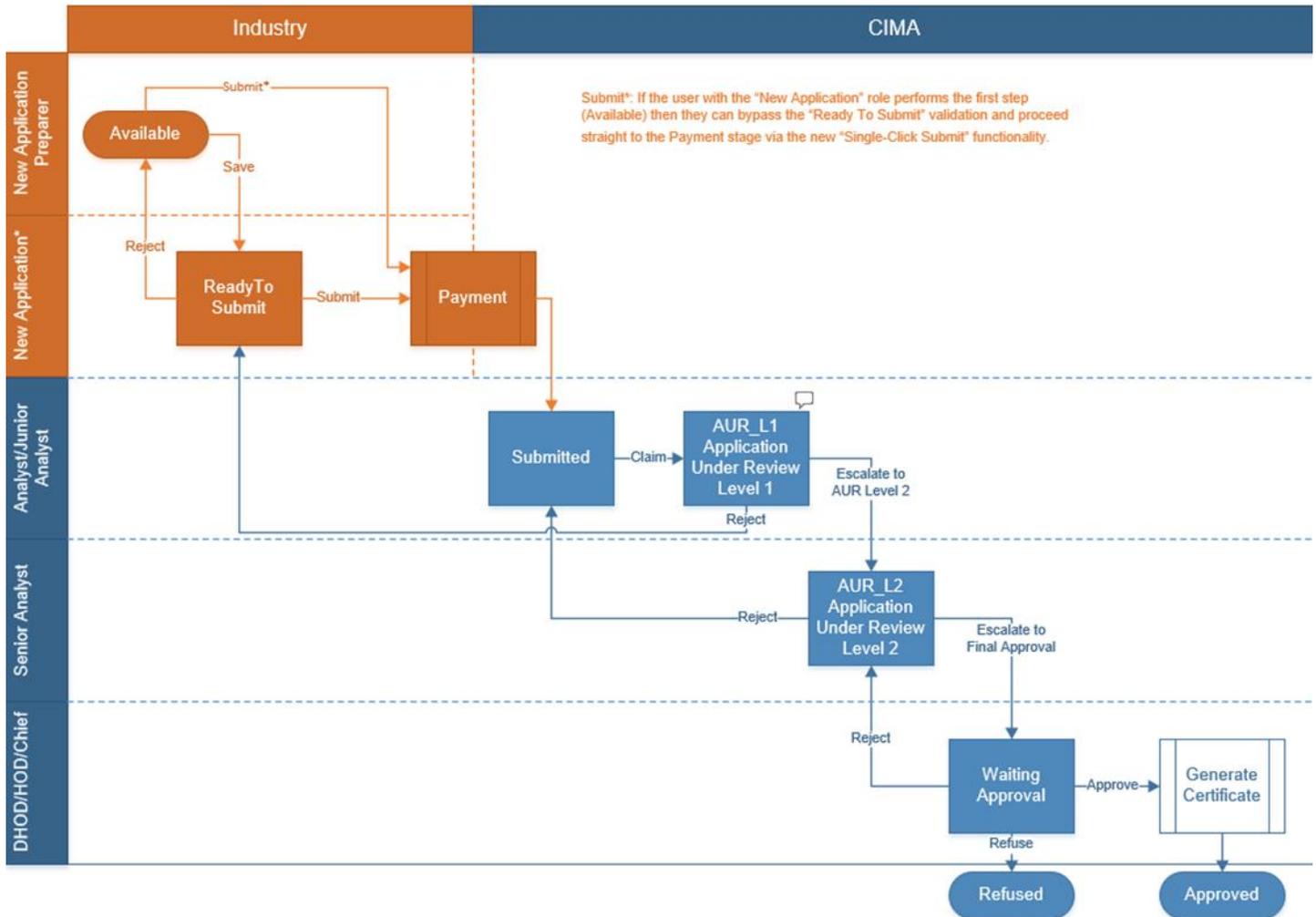
### 3.2 ROLES REQUIRED FOR **APP-101-78**

The following Roles are required for access to this form:

- New Application Preparer role
- New Application role (this role inherits the above role)

### 3.3 WORKFLOW USED FOR **APP-101-78**

The following Workflow is associated with **APP-101-78**. It outlines the steps that must be followed on both the Industry-side and the Authority-side. All steps in the workflow must be completed.



#### Steps taken on Industry-side:

1. The 'New Application Preparer' prepares the data
  - a. Once the data has been entered the 'New Application Preparer' can 'Validate' the data, and then either **Save** or delete all the data
    - i. If **Save** is selected, the status of the of the application changes to **Ready to Submit**
    - ii. The application is ready for review by the "New Application" role
2. Once the 'New Application' role has reviewed the data they can then 'Validate' the data once again
  - a. Once the data has been validated the options to either **Submit** or **Reject** becomes available
    - i. If **Reject** is selected, the data is then returned to the 'New Application Preparer' for further review
    - ii. If the **Submit** option is selected, it then goes to the **Payment** processor (if it is applicable)
      1. The status of the application then changes to **Submitted**

**Steps taken on Authority-side:**

1. Once the application has been Submitted to the Authority, an Analyst can then Claim the submission to begin the review process.
  - a. Once the application has been Claimed, the status of the application changes to **Application Under Review (Level 1) ("AUR\_L1")**
    - i. The application is then reviewed and validated by the Analyst
      1. If the application is Rejected by the Analyst, it is returned to industry to be resubmitted
      2. If the application is accepted, it is escalated to the second level of review by a Senior Analyst, and the application status changes to **Application Under Review (Level 2) ("AUR\_L2")**
        - i. If the application is rejected by the Senior Analyst, it is returned to the Analyst for further review
        - ii. If the application is accepted it is escalated up to a Chief Analyst for final approval, and the application status changes to **Waiting Final Approval**
          1. If the application is rejected by the Chief Analyst, it is returned to the Senior Analyst for further review
          2. If the application is approved a **Certificate is generated** and the status of the application changes to **Approved**
          3. If the application is not approved, the status of the application changes to **Refused**

**3.4 SUBMITTING / RESUBMITTING**

*Pending*

**3.5 APPLICABLE FEES**

The following fees are associated with this form, which can be paid via inline escrow payment:

- **KYD \$3,500.00** Annual registration fee
- **KYD \$300.00** Administrative fee – filing of an application form for registration or the filing of any amendment to the application form
- **KYD \$250.00** additional fee per each segregated portfolio (up to a maximum of 25)

## 4 COMPLETION INSTRUCTIONS

ID	Label	Instructions	Validation Rule
<b>Schedule A – Fund Details</b>			
<b>A01</b>	Name of Fund	Insert the exact name of the fund as it appears within the governing documents (e.g. Certificate of Incorporation, Offering Document, Summary of Terms, Marketing Material, etc.) including the appropriate uppercase/lowercase and punctuation marks.	Mandatory field
<b>A02</b>	Industry Reference	This reference number is for the applicant's use.	Optional field
<b>A03</b>	Requested date of Registration	Select date you wish the Authority to recognise your registration.	Mandatory field
<b>A04</b>	Date of Formation / Incorporation	Insert the formation date as it appears on the governing documents of the fund. Date cannot pre-date the when the application was submitted.	Mandatory field
<b>A05</b>	Companies Registration (CORIS) Number	Add the entire alpha-numerical value listed on the Certificate of Incorporation including all letters, numbers and punctuation marks. This value is typically located within the top left corner of the Certificate of Incorporation from the Registrar.	Optional field
<b>A06</b>	Legal Entity Identifier (LEI)	If available, provide Legal Entity Identifier (LEI).	Optional field
<b>A07</b>	Legal Structure	Select the appropriate legal structure from the drop-down list which corresponds with the governing documents of the fund.	Mandatory field
<b>A08</b>	Attach Certificate of Incorporation / Registration	Select browse and add/open the corresponding document. If there was a name change, also include this document within the attachment.	Mandatory field
<b>A09</b>	Attach Offering Document/Summary of Terms/Marketing Material	Select browse and add/open the corresponding document. Offering Document refers to the Confidential Private Placement Memorandum, Offering Memorandum, Summary of Terms, Marketing Material, etc. including any Supplemental documents.	Mandatory field
<b>A10</b>	Base Currency of Offering	Insert the currency that is used to quote capital commitments/calls/subscriptions.	Mandatory field
<b>A11</b>	Minimum Aggregate of Offering	Insert the minimum amount of the total of all offerings that will be accepted into the fund. When the fund value moves below this minimum level, the fund typically becomes too small to be economically viable for the manager to execute the investment strategy.	Optional field
<b>A12</b>	Maximum Aggregate of Offering	Insert the maximum amount of the total of all offerings that will be accepted into the fund. When the fund value exceeds this maximum level, then the fund typically becomes too large and the fund manager is unable to maintain the fund's investment strategy which has a negative effect on the total return record of the fund.	Optional field
<b>A13</b>	Primary Investment Strategy	Select the strategy from the drop-down list which matches the primary investment strategy of the fund. If there is no strategy that matches the primary strategy of the fund within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other...". Once this option has been selected, an additional text field will populate where the details of the strategy must be entered.	Mandatory field
<b>A14</b>	Primary Investment Strategy - Other	Insert details of the primary investment strategy. Please do not insert a comment to refer to specific pages of the Offering Document, but rather insert a brief summary or copy text from the Offering Document which explains the actual primary investment strategy.	Mandatory field if <b>A13</b> is 'Other'

<b>A15</b>	Secondary Investment Strategy	If the fund has a secondary investment strategy, select it from the drop-down list. If there is no strategy that matches the secondary investment strategy of the fund within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other...". Once this option has been selected, an additional text field will populate where the details of the strategy should be entered.	Optional field
<b>A16</b>	Secondary Investment Strategy - Other	Insert details of the secondary investment strategy. Please do not insert a comment to refer to specific pages of the Offering Document, but rather insert a brief summary or copy text from the Offering Document which explains the actual secondary investment strategy.	Mandatory field if <b>A15</b> is 'Other'
<b>A17</b>	Investment restrictions Category	Select the restrictions category from the drop-down list that best describes the restrictions imposed on the investment activities of the fund, i.e. restriction by geographical location, type of industry, specific instruments or leverage limitations. If there is no category that matches the investment restrictions of the fund within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other".	Optional field
<b>A18</b>	Investment restrictions Details	Insert details of the investment restrictions selected in the previous field. Please do not insert a comment to refer to specific pages of the Offering Document, but rather insert a brief summary or copy text from the Offering Document which explains the actual investment restrictions.	Optional field
<b>A19</b>	Invests through Registered Master Fund	Select the "Yes" option if the fund is part of a Master/Feeder structure. If selected "Yes", the Application Number at the top of the Limited Investor Fund REEFS form will be required when submitting the Master Fund application.	Mandatory field
<b>A20</b>	Risk factors	Insert details of the risk factors. Please do not insert a comment to refer to specific pages of the Offering Document, but rather insert a brief summary or copy text from the Offering Document which explains the actual risk factors.	Mandatory field
<b>A21</b>	Minimum initial investment for investor (Base Currency)	Insert the minimum capital commitment/subscription amount in the base currency which may be accepted by the fund.	Mandatory field
<b>A22</b>	Attach Confirmation that majority of investors have the power to appoint/remove the operator(s) (Constitutional documents/ Resolution/Offering memorandum etc.)	Attach an insert from the Constitutional documents/ Resolution/Offering memorandum etc. confirming that majority of investors have the power to appoint/remove the operator(s)	Mandatory field
<b>A23</b>	Has Nominee Investors	If the fund has Nominee Investors, select "Yes"; otherwise, select "No". A nominee is a person or entity into whose name investments or other properties are transferred to/held on behalf of the investor to facilitate transactions while leaving the investor as the actual beneficial owner.	Mandatory field
<b>A24</b>	Frequency of Valuations	Select the frequency of valuations from the options available within the drop-down list.	Mandatory field
<b>A25</b>	Frequency of Shareholder Issues	Select the frequency of shareholder issues from the options available within the drop-down list.	Mandatory field
<b>A26</b>	Frequency of Redemptions	Select the frequency of redemptions from the options available within the drop-down list.	Mandatory field
<b>A27</b>	FYE Month	Select the month of the financial year end from the options available within the drop-down list.	Mandatory field
<b>A28</b>	FYE Day	Select the day of the financial year end from the options available within the drop-down list.	Mandatory field

<b>A29</b>	Accounting Principles	Select the accounting principles from the options available within the drop-down list.	Mandatory field
<b>A30</b>	Auditing Standards	Select the auditing standards from the options available within the drop-down list.	Mandatory field
<b>A31</b>	Single fund / Multi Fund	Select Multi-Fund if the fund has any Alternative Investment Vehicles ("AIV(s)"), Co-Investment Vehicles, Special Purpose Vehicles ("SPV(s)"), Blockers or Holding Companies within its ownership structure. If the fund structure is a Multi Fund, then the completion of the below information for all the investment vehicle types are mandatory.	Mandatory field
<b>A32</b>	<b>Segregate Portfolio(s) / Series Trust(s) / Sub-Fund(s)</b>		
<b>A32(i)</b>	Name	Insert the exact name of the entity as it appears on the governing documents (e.g. Offering Document, Summary of Terms, etc.) including the appropriate uppercase/lowercase and punctuation marks.	Mandatory field if <b>A32</b> is 'Multi Fund'
<b>A32(ii)</b>	Country of Establishment	Select the country of establishment/incorporation as it appears on the governing documents of the fund.	Mandatory field if <b>A32</b> is 'Multi Fund'
<b>A32(iii)</b>	Details same as above parent fund?	If all the details are the same as for the fund above, select "Yes"; otherwise, select "No". If "No" was selected, then the completion of the remainder of the information are mandatory.	Mandatory field if <b>A32</b> is 'Multi Fund'
<b>A32(iv)</b>	Base Currency of Offering	Insert the currency that is used to quote capital commitments/calls/subscriptions.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(v)</b>	Minimum Aggregate of Offering	Insert the minimum amount of the total of all offerings that will be accepted into the fund. When the fund value moves below this minimum level, the fund typically becomes too small to be economically viable for the manager to execute the investment strategy.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(vi)</b>	Maximum Aggregate of Offering	Insert the maximum amount of the total of all offerings that will be accepted into the fund. When the fund value exceeds this maximum level, then the fund typically becomes too large and the fund manager is unable to maintain the fund's investment strategy which has a negative effect on the total return record of the fund.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(vii)</b>	Primary Investment Strategy	Select the strategy from the drop-down list which matches the primary investment strategy of the fund. If there is no strategy that matches the primary strategy of the fund within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other...". Once this option has been selected, an additional text field will populate where the details of the strategy must be entered.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(viii)</b>	Details	Insert details of the primary investment strategy. Please do not insert a comment to refer to specific pages of the Offering Document, but rather insert a brief summary or copy text from the Offering Document which explains the actual primary investment strategy.	Mandatory field if <b>A32(vii)</b> is 'Other'
<b>A32(ix)</b>	Secondary Investment Strategy	If the fund has a secondary investment strategy, select it from the drop-down list. If there is no strategy that matches the secondary investment strategy of the fund within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other...". Once this option has been selected, an additional text field will populate where the details of the strategy should be entered.	Optional field
<b>A32(x)</b>	Details	Insert details of the secondary investment strategy. Please do not insert a comment to refer to specific pages of the Offering Document, but rather insert a brief summary or copy text from the Offering Document which explains the actual secondary investment strategy.	Mandatory field if <b>A32ix</b> is 'Other'

<b>A32(xi)</b>	Investment restrictions Category	Select the restrictions category from the drop-down list that best describes the restrictions imposed on the investment activities of the fund, i.e. restriction by geographical location, type of industry, specific instruments or leverage limitations. If there is no category that matches the investment restrictions of the fund within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other".	Optional field
<b>A32(xii)</b>	Investment restrictions Details	Insert details of the investment restrictions selected in the previous field. Please do not insert a comment to refer to specific pages of the Offering Document, but rather insert a brief summary or copy text from the Offering Document which explains the actual investment restrictions.	Optional field
<b>A32(xiii)</b>	Risk factors	Insert details of the risk factors. Please do not insert a comment to refer to specific pages of the Offering Document, but rather insert a brief summary or copy text from the Offering Document which explains the actual risk factors.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(xiv)</b>	Minimum initial investment for investor (Base Currency)	Insert the minimum capital commitment/subscription amount in the base currency which may be accepted by the fund.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(xv)</b>	Frequency of Valuations	Select the frequency of valuations from the options available within the drop-down list.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(xvi)</b>	Frequency of Shareholder Issues	Select the frequency of Shareholder Issues from the options available within the drop-down list.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(xvii)</b>	Frequency of Redemptions	Select the frequency of Redemptions from the options available within the drop-down list.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(xviii)</b>	FYE Month	Select the month of the financial yearend from the options available within the drop-down list.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(xix)</b>	FYE Day	Select the day of the financial yearend from the options available within the drop-down list.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(xx)</b>	Accounting Principles	Select the accounting principles from the options available within the drop-down list.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>A32(xxi)</b>	Auditing Standards	Select the auditing principles from the options available within the drop-down list.	Mandatory field if <b>A32(iii)</b> is 'No'
<b>Schedule B – Service Providers</b>			
<b>Registered Office</b>			
<b>B01</b>	Name of Registered Office	Select the appointed Registered Office from the options available within the drop-down list.	Mandatory field
<b>Ongoing Queries</b>			
<b>B02</b>	Ongoing queries - same as Registered Office?	If the service provider entered in the Registered Office field will be acting as the Ongoing Queries relationship, select "Yes"; otherwise, select "No".	Mandatory field
<b>B03</b>	If no, provide Name of Entity responsible for Ongoing Queries	Once "No" has been selected in the previous field, all the remaining fields for the Ongoing Queries relationship are required to be completed.	Mandatory field if <b>B02</b> is 'No'
<b>B03a</b>	Building, Floor, Suite	Complete as appropriate.	Mandatory field if <b>B02</b> is 'No'
<b>B03b</b>	Street Name and Number	Complete as appropriate.	Mandatory field if <b>B02</b> is 'No'
<b>B03c</b>	P.O. Box	Complete as appropriate.	Optional field if <b>B02</b> is 'No'
<b>B03d</b>	City	Complete as appropriate.	Mandatory field if <b>B02</b> is 'No'
<b>B03e</b>	Province / State	Complete as appropriate.	Mandatory field if <b>B02</b> is 'No'
<b>B03f</b>	ZIP / Postal Code	Complete as appropriate.	Mandatory field if <b>B02</b> is 'No'
<b>B03g</b>	Country	Select the country from the options available within the drop-down list from which the service provider operates.	Mandatory field if <b>B02</b> is 'No'
<b>B03h</b>	Telephone Number	Complete as appropriate.	Mandatory field if <b>B02</b> is 'No'
<b>B03i</b>	Email address	Complete as appropriate.	Mandatory field if <b>B02</b> is 'No'

<b>Fee Payments</b>			
<b>B04</b>	Fee Payments - Same as Registered Office?	If the service provider entered in the Registered Office field will be acting as the Fee Payments relationship, select "Yes"; otherwise, select "No".	Mandatory field
<b>B05</b>	If no, provide Name of Entity responsible for Fee Payments	Once "No" has been selected in the previous field, all the remaining fields for the Fee Payments relationship are required to be completed.	Mandatory field if <b>B04</b> is 'No'
<b>B05a</b>	Building, Floor, Suite	Complete as appropriate.	Optional field if <b>B04</b> is 'No'
<b>B05b</b>	Street Name and Number	Complete as appropriate.	Mandatory field if <b>B04</b> is 'No'
<b>B05c</b>	P.O. Box	Complete as appropriate.	Optional field
<b>B05d</b>	City	Complete as appropriate.	Mandatory field if <b>B04</b> is 'No'
<b>B05e</b>	Province / State	Complete as appropriate.	Mandatory field if <b>B04</b> is 'No'
<b>B05f</b>	ZIP / Postal Code	Complete as appropriate.	Mandatory field if <b>B04</b> is 'No'
<b>B05g</b>	Country	Select the country from the options available within the dropdown list from which the service provider operates.	Mandatory field if <b>B04</b> is 'No'
<b>B05h</b>	Telephone Number	Complete as appropriate.	Mandatory field if <b>B04</b> is 'No'
<b>B05i</b>	Email address	Complete as appropriate.	Mandatory field if <b>B04</b> is 'No'
<b>Distributor</b>			
<b>B06</b>	Name of Distributor (if applicable)	Enter the name of the appointed Distributor (if applicable).	Optional field
<b>Investment Manager</b>			
<b>B07</b>	Is the investment manager independent (i.e. outside the group of entities or common shareholder group?)	If the Investment Manager is independent, select "Yes"; otherwise, select "No". The Investment Manager is seen to be independent if it does not have a control relationship with the fund's directors/operators. The Investment Manager is also outside the group/common shareholder group if it is not under the ownership of or common control of the fund.	Mandatory field
<b>B08</b>	Country of Investment Manager	Select the country of establishment/incorporation as it appears on the governing documents for the Investment Manager.	Mandatory field
<b>B08a</b>	If in Cayman, select Investment Manager name	Select the name of the Investment Manager from the options available within the drop-down list. If the name of the Investment Manager is not available within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other...". Once this option has been selected, additional fields will populate where the name of the new Investment Manager can be added including the REEFS application number for the registration/licence application for the Investment Manager.	Mandatory field if <b>B08</b> is 'Cayman Islands'
<b>B08b</b>	If in Cayman but not registered/licensed, provide Investment Manager Name	If the option "Other" has been selected within the previous field, then enter the name as it appears on the governing documents.	Mandatory field if <b>B08a</b> is 'Other'
<b>B08bb</b>	New Investment Manager Application Ref#	Provide the REEFS application number for the registration/licence application for the new Investment Manager.	Mandatory field if <b>B08a</b> is 'Other'
<b>B08c</b>	If not in Cayman, provide Investment Manager name	Enter the name of the appointed Investment Manager.	Mandatory field if <b>B08</b> is not 'Cayman Islands'
<b>B09</b>	If not in Cayman, select name of regulator of Investment Manager (if applicable)	Select the name of the regulator from the options available within the drop-down list. If the name of the Regulator is not available within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other...". Once this option has been selected, additional fields will populate where the name of the new Investment Manager can be added.	Optional field if <b>B08</b> is not 'Cayman Islands'

<b>B09o</b>	If regulator is not on the list in B09, then provide name and country of regulator	Enter name and country of Regulator	Mandatory field if <b>B09</b> is 'Other'
<b>B10</b>	<b>Principal(s) of the Investment Manager as disclosed in the Offering document / marketing materials / summary of terms</b>		
<b>B10(i)</b>	First Name	Enter the First name of the Principal of the Investment Manager. To add more than one principal of the Investment Manager, use the "+" button to add as many rows as needed to provide all the names.	Mandatory field
<b>B10(ii)</b>	Last Name	Complete as appropriate.	Mandatory field
<b>B10(iii)</b>	Email Address	Complete as appropriate.	Mandatory field
<b>B11</b>	<b>Investment Advisor (if applicable)</b>		
<b>B11(i)</b>	Country	Select country in the dropdown list from which the appointed Investment Advisor operates. If more than one Investment Advisor has been contracted, use the "+" button to add as many rows as needed to provide all the names.	Optional field
<b>B11(ii)</b>	Name of Advisor	Complete as appropriate.	Optional field
<b>B11(iii)</b>	Principal First Name	Complete as appropriate.	Optional field
<b>B11(iv)</b>	Principal Last Name	Complete as appropriate.	Optional field
<b>B11(v)</b>	Principal Email Address	Complete as appropriate.	Optional field
<b>Administrator</b>			
<b>B12</b>	Does the fund provide its own administration services?	If the fund provides its own administration services select "Yes"; otherwise, select "No"	Mandatory field
<b>B13</b>	Country of Administrator	Select the appointed Administrator from the options available within the drop-down list.	Mandatory field if <b>B12</b> is 'No'
<b>B14a</b>	If in Cayman, select Administrator Name	Select the Mutual Fund Administrator from the dropdown list.	Mandatory field if <b>B13</b> is 'Cayman Islands'
<b>B14b</b>	If not in Cayman, provide Administrator Name	Enter the name of the appointed Administrator.	Mandatory field if <b>B13</b> is not 'Cayman Islands'
<b>B14c</b>	Administrator's Consent Letter	Select browse and attach the consent letter from the appointed Administrator.	Mandatory field
<b>B15</b>	Name of Regulator for Administrator contracted (if applicable)	Select the name of the Regulator from the options available within the drop-down list. If the name of Regulator is not available within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other...". Once this option has been selected, additional fields will populate where the name of the Regulator can be added.	Optional field
<b>Registrar and Transfer Agent</b>			
<b>B16</b>	Registrar and Transfer Agent - Same as Administrator?	If the service provider entered in the Administrator field will be acting as the Registrar and Transfer Agent relationship, select "Yes"; otherwise, select "No".	Mandatory field
<b>B16a</b>	If no, provide name of Registrar and Transfer Agent	Enter the name of the appointed Registrar and Transfer Agent.	Mandatory field if <b>B16</b> is 'No'
<b>B17</b>	Country of Registrar and Transfer Agent	Select country in the dropdown list from which the appointed Registrar and Transfer Agent operates.	Mandatory field if <b>B16</b> is 'No'
<b>B18</b>	Attach consent from Registrar and Transfer Agent	Select browse and attach the consent letter from the appointed Registrar and Transfer Agent.	Mandatory field if <b>B16</b> is 'No'
<b>B19</b>	Name of Regulator for Registrar and Transfer Agent contracted (if applicable)	Select the name of the Regulator from the options available within the drop-down list. If the name of Regulator is not available within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other...". Once this option has been selected, additional fields will populate where the name of the Regulator can be added.	Optional field if <b>B16</b> is 'No'

<b>B19o</b>	If regulator is not on the list in B19, then provide the name and country of regulator	Enter name and country of regulator	Mandatory field if <b>B19</b> is 'Other'
<b>B20</b>	Is the Registrar and Transfer Agent independent (i.e. outside the group/common shareholder group of the investment manager)?	If the Registrar and Transfer Agent is independent, select "Yes"; otherwise, select "No". The Registrar and Transfer Agent is seen to be independent if it does not have a control relationship with the fund's investment manager and directors/operators. The Registrar and Transfer Agent is also outside the group/common shareholder group if it is not under the ownership of or common control of the investment manager.	Mandatory field if <b>B16</b> is 'No'
<b>NAV Calculation Agent</b>			
<b>B21</b>	NAV Calculation Agent - Same as Administrator?	If the service provider entered in the Administrator field will be acting as the NAV Calculation Agent relationship, select "Yes"; otherwise, select "No".	Mandatory field
<b>B21a</b>	If no, provide name of NAV Calculation Agent	Enter the name of the appointed NAV Calculation Agent.	Mandatory field if <b>B21</b> is 'No'
<b>B22</b>	Country of NAV Calculation Agent	Select country in the drop-down list from which the appointed NAV Calculation Agent operates.	Mandatory field if <b>B21</b> is 'No'
<b>B23</b>	Attach consent from NAV Calculation Agent	Select browse and attach the consent letter from the appointed Registrar and Transfer Agent.	Mandatory field if <b>B21</b> is 'No'
<b>B24</b>	Name of Regulator for NAV Calculation Agent contracted (if applicable)	Select the name of the Regulator from the options available within the drop-down list. If the name of Regulator is not available within the drop-down list, then scroll down to the bottom of the drop-down list and select the option for "Other...". Once this option has been selected, additional fields will populate where the name of the Regulator can be added.	Optional field if <b>B21</b> is 'No'
<b>B24o</b>	If regulator is not on the list in B24 then provide name and country of regulator	Enter name and country of regulator	Mandatory field if <b>B24</b> is 'Other'
<b>B25</b>	Is the NAV Calculation Agent independent (i.e. outside the group/common shareholder group of the investment manager)?	If the NAV Calculation Agent is independent, select "Yes"; otherwise, select "No". The NAV Calculation Agent is seen to be independent if it does not have a control relationship with the fund's investment manager and directors/operators. The NAV Calculation Agent is also outside the group/common shareholder group if it is not under the ownership of or common control of the investment manager.	Mandatory field if <b>B21</b> is 'No'
<b>B26</b>	<b>Sub-Administrator (if applicable)</b>		
<b>B26(i)</b>	Name	Enter the name of the Sub-Administrator, if applicable. If more than one Sub-Administrator has been contracted, use the "+" button to add as many rows as needed to provide all the names.	Optional field
<b>B26(ii)</b>	Country	Select country from which the contracted Sub-Administrator operates.	Optional field
<b>B27</b>	<b>Prime Broker</b>		
<b>B27(i)</b>	Name	Enter the name of the Prime Broker, if applicable. If more than one Prime Broker has been contracted, use the "+" button to add as many rows as needed to provide all the names.	Mandatory field
<b>B27(ii)</b>	Country	Select country from which the Prime Broker operates.	Mandatory field
<b>B28</b>	<b>Custodian</b>		
<b>B28(i)</b>	Name	Enter the name of the Custodian, if applicable. If more than one Custodian has been contracted, use the "+" button to add as many rows as needed to provide all the names.	Mandatory field
<b>B28(ii)</b>	Country	Select country from which the Custodian operates.	Mandatory field

<b>B29</b>	<b>Sub-Custodian</b>		
<b>B29(i)</b>	Name	Enter the name of the Sub-Custodian, if applicable. If more than one Sub-Custodian has been contracted, use the "+" button to add as many rows as needed to provide all the names.	Optional field
<b>B29(ii)</b>	Country	Select country from which the Sub-Custodian operates.	Optional field
<b>Depository</b>			
B30	Name of Depository	Enter the name of the Depository, if applicable. If more than one Depository has been contracted, use the "+" button to add as many rows as needed to provide all the names.	Optional field
B31	Country of Depository	Select country from which the Depository operates.	Optional field
<b>Stock Exchange</b>			
B32	Primary Stock Exchange of Fund	Select primary Stock Exchange of the fund from the dropdown list. If the fund is not listed, select the "Fund not listed" option.	Mandatory field
<b>Legal Counsel</b>			
<b>B33</b>	Legal Counsel in Cayman	Select the name of the Cayman Legal Counsel from the options available within the drop-down list.	Mandatory field
<b>B34</b>	<b>Other Legal Counsel (if applicable):</b>		
<b>B34i</b>	Name	Enter the name of any other Legal Counsel used, if applicable. If more than one other Legal Counsel has been contracted, use the "+" button to add as many rows as needed to provide all the names.	Optional field
<b>B34ii</b>	Country	Select country from which the other Legal Counsel operates.	Optional field
<b>Auditors</b>			
<b>B35</b>	Cayman auditor (local audit sign-off)	Select the name of the Cayman (local) Auditor from the options available within the drop-down list.	Mandatory field
<b>B36</b>	Attach Auditor's Consent Letter	Select browse and attach the consent letter from the appointed Cayman (local) Auditor.	Mandatory field
<b>B37</b>	Name of overseas auditor (if applicable)	Enter the name of the overseas auditor if the Cayman Auditor is working with an overseas auditor to carry out the audit work.	Optional field
<b>B38</b>	Country of overseas auditor	Select country from which the overseas auditor operates.	Optional field
<b>Promoter / Sponsor</b>			
B39	Name of Promoter / Sponsor	Enter the name of the Promoter/Sponsor.	Optional field
B40	Country of Promoter / Sponsor	Select country from which the Promoter/Sponsor operates.	Optional field
<b>Schedule C – Structure</b>			
<b>Corporate Legal Structures - (This section will be visible if A07 is a 'Corporate Structure')</b>			
<b>Person Directors (Minimum of two persons)</b>			
<b>CIMA Directors (if applicable)</b>		<b>This section is for directors who already registered with the Authority under the DRLL and is linked to the REEFS profile of the service provider completing this form.</b>	
<b>C01</b>	Director	A minimum of two individuals appointed as directors or one corporate institution is required. Select the available directors from the dropdown list. If the appointed directors are not available within the dropdown list, enter the director details within the next field for "Director(s) not yet related".	Mandatory field if <b>A07</b> is a Corporate Structure and director is already registered with the Authority under the DRLL

<b>CIMA Directors not yet related (if applicable):</b>		<b>This section is for directors who already registered with the Authority under the DRLL and is not linked (related) to the REEFS profile of the service provider completing this form.</b>	
<b>C02i</b>	Director First Name (or Corporate Director Name)	Insert the first name of the director (for individuals) or the full name of corporate director.	Mandatory field if <b>A07</b> is Corporate Structure and director is registered with the Authority under the DRLL but not linked to the REEFS profile of the service provider completing this form
<b>C02ii</b>	Director Last Name	Enter the last name of the director (for individuals)	Optional field if <b>A07</b> is a Corporate Structure
<b>C02iii</b>	Director ID	Enter the unique 7-digit number the Director has been assigned by the Authority. Director ID number is required for this section of the form.	Mandatory field if <b>A07</b> is a Corporate Structure and information has been entered in <b>C02i</b>
<b>Corporate Director</b>			
<b>C03</b>	Name	Insert the full name of the Corporate Director.	Optional field if <b>A07</b> is Corporate Structure and director is a corporate director
<b>C04</b>	Country of Formation	Select country from which the Corporate Director operates.	Mandatory field if <b>A07</b> is a Corporate Structure and a name is entered in <b>C03</b>
<b>C05</b>	CIMA ID	Enter the unique 7-digit number the Director has been assigned by the Authority.	Mandatory field if <b>A07</b> is a Corporate Director and a name is entered in <b>C04</b>
<b>C06</b>	<b>Details of Principals of Corporate Director (if applicable):</b>		
<b>C06(i)</b>	First name	Enter the First name of the Principal of the Corporate Director. To add more than one principal of the Corporate Director, use the "+" button to add as many rows as needed to provide all the names.	Optional field if <b>A07</b> is a Corporate Structure
<b>C06(ii)</b>	Middle Name	Complete as appropriate.	Optional field if <b>A07</b> is a Corporate Structure
<b>C06(iii)</b>	Last name	Complete as appropriate.	Mandatory field if <b>A07</b> is a Corporate Structure and a name is entered in <b>C06(i)</b>

<b>C06(iv)</b>	Date of Birth	Complete as appropriate.	Mandatory field if <b>A07</b> is a Corporate Structure and a name is entered in <b>C06(i)</b>
<b>C06(v)</b>	Country of Birth	Complete as appropriate.	Mandatory field if <b>A07</b> is a Corporate Structure and a name is entered in <b>C06(i)</b>
<b>C06(vi)</b>	Email	Complete as appropriate.	Mandatory field if <b>A07</b> is a Corporate Structure and a name is entered in <b>C06(i)</b>
<b>C06(vii)</b>	CIMA ID (if known)		Optional field
<b>Trust Structures – (This section will be visible if A07 is a 'Trust')</b>			
<b>C07</b>	Trustee	Select the Trustee from the dropdown list	Mandatory field if <b>A07</b> is a Trust
<b>Partnerships – (This section will be visible if A07 is a 'Partnership')</b>			
<b>C08</b>	General Partner ("GP")	Enter the name of the General Partner.	Mandatory field if <b>A07</b> is a Partnership
<b>C09</b>	GP Country	Select country from which the General Partner operates.	Mandatory field if <b>A07</b> is a Partnership
<b>C10</b>	GP Legal Entity Identifier (LEI)	If available, provide Legal Entity Identifier (LEI).	Optional field if <b>A07</b> is a Partnership
<b>C11</b>	<b>Principals of General Partner:</b>		
<b>C11(i)</b>	First name	Enter the First name of the Principal of the General Partner. To add more than one principal of the General Partner, use the "+" button to add as many rows as needed to provide all the names.	Optional field if <b>A07</b> is a 'Partnership'
<b>C11(ii)</b>	Middle Name	Complete as appropriate.	Optional field if <b>A07</b> is a Partnership
<b>C11(iii)</b>	Last name	Complete as appropriate.	Mandatory field if <b>A07</b> is a Partnership and a name is entered in <b>C11(i)</b>
<b>C11(iv)</b>	Date of Birth	Complete as appropriate.	Mandatory field if <b>A07</b> is a Partnership and a name is entered in <b>C11(i)</b>
<b>C11(v)</b>	Country of Birth	Complete as appropriate.	Mandatory field if <b>A07</b> is a Partnership and a name is entered in <b>C11(i)</b>

<b>C11(vi)</b>	Email Address	Complete as appropriate.	Mandatory field if <b>A07</b> is a Partnership and a name is entered in <b>C11(i)</b>
<b>C11(vii)</b>	CIMA ID (if known)	Complete as appropriate.	Optional field if <b>A07</b> is a Partnership
<b>Schedule D – AML Officers</b>			
<b>D00i</b>	Is the AML function outsourced?	If the AML function is outsourced, select "Yes"; otherwise, select "No".	Mandatory field
<b>D00ii</b>	AML/CFT service provider name	If the AML function is outsourced, insert the name of the AML/CFT service provider.	Mandatory field if <b>D00i</b> is 'Yes'
<b>D00iii</b>	AML/CFT service provider country	If the AML function is outsourced, select the country in the dropdown list from which the appointed AML/CFT service provider operates.	Mandatory field if <b>D00i</b> is 'Yes'
<b>D00iv</b>	AML/CFT service provider email	If the AML function is outsourced, insert the email address of the AML/CFT service provider.	Mandatory field if <b>D00i</b> is 'Yes'
<b>Details of Anti-Money Laundering Compliance Officer (AMLCO)</b>			
<b>D01</b>	CIMA ID (if known)	Insert the unique 7 digits number provided by the Authority, e.g. director ID if known. If an ID number has been issued by the Authority, this number is required to ensure accurate records.	Optional field
<b>D02</b>	Prefix	Select from the options available within the drop-down list, e.g. Mr, Mrs, etc.	Optional field
<b>D03</b>	First Name	Complete as appropriate.	Mandatory field
<b>D04</b>	Middle Name	Complete as appropriate.	Optional field
<b>D05</b>	Last Name	Complete as appropriate.	Mandatory field
<b>D06</b>	Date of Birth	Use the date picker to add the correct date of birth.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D07</b>	Country of Birth	Select from the options available within the drop-down list.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D08</b>	Gender	Select from the options available within the drop-down list, i.e. male or female.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D09</b>	Other names (Aliases)	Complete as appropriate.	Optional field
<b>D10</b>	Occupation Title	The current position with the employer.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D11</b>	Employer	Complete as appropriate.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D12</b>	P.O. Box	Complete as appropriate.	Optional field
<b>D13</b>	Street Address	Complete as appropriate.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D14</b>	City	Complete as appropriate.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D15</b>	State / Province	Complete as appropriate.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>

<b>D16</b>	Country	Select from the options available within the drop-down list.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D17</b>	Zip / Postal Code	Complete as appropriate.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D18</b>	Phone Number	Complete as appropriate.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D19</b>	Facsimile Number	Complete as appropriate.	Optional field
<b>D20</b>	Email Address	Complete as appropriate.	Mandatory field if CIMA ID was <b>not</b> provided in <b>D01</b>
<b>D21</b>	CV / Resume	Select browse and add/open the corresponding document.	Mandatory field if CIMA ID was not provided in <b>D01</b>
<b>D22</b>	<b>Qualifications:</b>		
<b>D22(i)</b>	Description	Complete as appropriate.	Optional field
<b>D22(ii)</b>	Date	Use the date picker to add the correct date.	Mandatory field if description is entered in <b>D22(i)</b>
<b>D22(iii)</b>	Accrediting Body	Complete as appropriate.	Mandatory field if description is entered in <b>D22(i)</b>
<b>D22(iv)</b>	Type	Select from the options available within the drop-down list, i.e. Academic or Professional.	Mandatory field if description is entered in <b>D22(i)</b>
<b>Details of Deputy Anti-Money Laundering Compliance Officer (DAMLCO)</b>			
<b>D23</b>	CIMA ID (if known)	Insert the unique 7 digits number provided by the Authority, e.g. director ID if known. If an ID number has been issued by the Authority, this number is required to ensure accurate records.	Optional field
<b>D24</b>	Prefix	Select from the options available within the drop-down list, e.g. Mr, Mrs, etc.	Optional field
<b>D25</b>	First Name	Complete as appropriate.	Optional field
<b>D26</b>	Middle Name	Complete as appropriate.	Optional field
<b>D27</b>	Last Name	Complete as appropriate.	Optional field
<b>D28</b>	Date of Birth	Use the date picker to add the correct date of birth.	Mandatory field if name was entered in <b>D25</b>
<b>D29</b>	Country of Birth	Select from the options available within the drop-down list.	Mandatory field if name was entered in <b>D25</b>
<b>D30</b>	Gender	Select from the options available within the drop-down list, i.e. male or female.	Mandatory field if name was entered in <b>D25</b>
<b>D31</b>	Other names (Aliases)	Complete as appropriate.	Optional field
<b>D32</b>	Occupation Title	The current position with the employer.	Mandatory field if name was entered in <b>D25</b>
<b>D33</b>	Employer	Complete as appropriate.	Mandatory field if name was entered in <b>D25</b>
<b>D34</b>	P.O. Box	Complete as appropriate.	Optional field

<b>D35</b>	Street Address	Complete as appropriate.	Mandatory field if name was entered in <b>D25</b>
<b>D36</b>	City	Complete as appropriate.	Mandatory field if name was entered in <b>D25</b>
<b>D37</b>	State / Province	Complete as appropriate.	Mandatory field if name was entered in <b>D25</b>
<b>D38</b>	Country	Select from the options available within the drop-down list.	Mandatory field if name was entered in <b>D25</b>
<b>D39</b>	Zip / Postal Code	Complete as appropriate.	Mandatory field if name was entered in <b>D25</b>
<b>D40</b>	Phone Number	Complete as appropriate.	Mandatory field if name was entered in <b>D25</b>
<b>D41</b>	Facsimile Number	Complete as appropriate.	Optional field
<b>D42</b>	Email Address	Complete as appropriate.	Mandatory field if name was entered in <b>D25</b>
<b>D43</b>	CV / Resume	Select browse and add/open the corresponding document.	Mandatory field if name was entered in <b>D25</b>
<b>D44</b>	<b>Qualifications:</b>		
<b>D44i</b>	Description	Complete as appropriate.	Optional field
<b>D44ii</b>	Date	Use the date picker to add the correct date.	Mandatory field if description is entered in <b>D44(i)</b>
<b>D44iii</b>	Accrediting Body	Complete as appropriate.	Mandatory field if description is entered in <b>D44(i)</b>
<b>D44iv</b>	Type	Select from the options available within the drop-down list, i.e. Academic or Professional.	Mandatory field if description is entered in <b>D44(i)</b>
<b>Details of Money Laundering Reporting Officer (MLRO)</b>			
<b>D45</b>	CIMA ID (if known)	Insert the unique 7 digits number provided by the Authority, e.g. director ID if known. If an ID number has been issued by the Authority, this number is required to ensure accurate records.	Optional field
<b>D46</b>	Prefix	Select from the options available within the drop-down list, e.g. Mr, Mrs, etc.	Optional field
<b>D47</b>	First Name	Complete as appropriate.	Mandatory field
<b>D48</b>	Middle Name	Complete as appropriate.	Optional field
<b>D49</b>	Last Name	Complete as appropriate.	Mandatory field
<b>D50</b>	Date of Birth	Use the date picker to add the correct date of birth.	Mandatory field if name is entered in <b>D47</b>
<b>D51</b>	Country of Birth	Select from the options available within the drop-down list.	Mandatory field if name is entered in <b>D47</b>
<b>D52</b>	Gender	Select from the options available within the drop-down list, i.e. male or female.	Mandatory field if name is entered in <b>D47</b>
<b>D53</b>	Other names (Aliases)	Complete as appropriate.	Optional field

<b>D54</b>	Occupation Title	The current position with the employer.	Mandatory field if name is entered in <b>D47</b>
<b>D55</b>	Employer	Complete as appropriate.	Mandatory field if name is entered in <b>D47</b>
<b>D56</b>	P.O. Box	Complete as appropriate.	Optional field
<b>D57</b>	Street Address	Complete as appropriate.	Mandatory field if name is entered in <b>D47</b>
<b>D58</b>	City	Complete as appropriate.	Mandatory field if name is entered in <b>D47</b>
<b>D59</b>	State/ Province	Complete as appropriate.	Mandatory field if name is entered in <b>D47</b>
<b>D60</b>	Country	Select from the options available within the drop-down list.	Mandatory field if name is entered in <b>D47</b>
<b>D61</b>	Zip / Postal Code	Complete as appropriate.	Mandatory field if name is entered in <b>D47</b>
<b>D62</b>	Phone Number	Complete as appropriate.	Mandatory field if name is entered in <b>D47</b>
<b>D63</b>	Facsimile Number	Complete as appropriate.	Optional field
<b>D64</b>	Email Address	Complete as appropriate.	Mandatory field if name is entered in <b>D47</b>
<b>D65</b>	CV / Resume	Select browse and add/open the corresponding document.	Mandatory field if name is entered in <b>D47</b>
<b>D66</b>	<b>Qualifications:</b>		
<b>D66(i)</b>	Description	Complete as appropriate.	Optional field
<b>D66(ii)</b>	Date	Use the date picker to add the correct date.	Mandatory field if description is entered in <b>D66(i)</b>
<b>D66(iii)</b>	Accrediting Body	Complete as appropriate.	Mandatory field if description is entered in <b>D66(i)</b>
<b>D66(iv)</b>	Type	Select from the options available within the drop-down list, i.e. Academic or Professional.	Mandatory field if description is entered in <b>D66(i)</b>
<b>Details of Deputy Money Laundering Reporting Officer (DMLRO)</b>			
<b>D67</b>	CIMA ID (if known)	Insert the unique 7 digits number provided by the Authority, e.g. director ID if known. If an ID number has been issued by the Authority, this number is required to ensure accurate records.	Optional field
<b>D68</b>	Prefix	Select from the options available within the drop-down list, e.g. Mr, Mrs, etc.	Optional field
<b>D69</b>	First Name	Complete as appropriate.	Mandatory field
<b>D70</b>	Middle Name	Complete as appropriate.	Optional field
<b>D71</b>	Last Name	Complete as appropriate.	Mandatory field
<b>D72</b>	Date of Birth	Use the date picker to add the correct date of birth.	Mandatory field if name is entered in <b>D69</b>

<b>D73</b>	Country of Birth	Select from the options available within the drop-down list.	Mandatory field if name is entered in <b>D69</b>
<b>D74</b>	Gender	Select from the options available within the drop-down list, i.e. male or female.	Mandatory field if name is entered in <b>D69</b>
<b>D75</b>	Other names (Aliases)	Complete as appropriate.	Optional field
<b>D76</b>	Occupation Title	The current position with the employer.	Mandatory field if name is entered in <b>D69</b>
<b>D77</b>	Employer	Complete as appropriate.	Mandatory field if name is entered in <b>D69</b>
<b>D78</b>	P.O. Box	Complete as appropriate.	Optional field
<b>D79</b>	Street Address	Complete as appropriate.	Mandatory field if name is entered in <b>D69</b>
<b>D80</b>	City	Complete as appropriate.	Mandatory field if name is entered in <b>D69</b>
<b>D81</b>	State/ Province	Complete as appropriate.	Mandatory field if name is entered in <b>D69</b>
<b>D82</b>	Country	Select from the options available within the drop-down list.	Mandatory field if name is entered in <b>D69</b>
<b>D83</b>	Zip / Postal Code	Complete as appropriate.	Mandatory field if name is entered in <b>D69</b>
<b>D84</b>	Phone Number	Complete as appropriate.	Mandatory field if name is entered in <b>D69</b>
<b>D85</b>	Facsimile Number	Complete as appropriate.	Optional field
<b>D86</b>	Email Address	Complete as appropriate.	Mandatory field if name is entered in <b>D69</b>
<b>D87</b>	CV / Resume	Select browse and add/open the corresponding document.	Mandatory field if name is entered in <b>D69</b>
<b>D88</b>	<b>Qualifications:</b>		
<b>D88(i)</b>	Description	Complete as appropriate.	Optional field
<b>D88(ii)</b>	Date	Use the date picker to add the correct date.	Mandatory field if description is entered in <b>D88(i)</b>
<b>D88(iii)</b>	Accrediting Body	Complete as appropriate.	Mandatory field if description is entered in <b>D88(i)</b>
<b>D88(iv)</b>	Type	Select from the options available within the drop-down list, i.e. Academic or Professional.	Mandatory field if description is entered in <b>D88(i)</b>

## 5 REUSING PREVIOUS SUBMISSIONS

### What is “XBRL”?

XBRL (eXtensible Business Reporting Language), is a standards-based way to communicate and exchange business information between business systems.

Data can be used from a previous reporting period or submission instead of starting from fresh. You must have entered data into at least one form using the online portal and have gone through a successfully validated submission.

- Example: Rapidly re-using the Anti-Money Laundering officers application for (MLO-154-99)

Process:

1. Select “**Submitted Requests**” to view previously submitted forms and select the one that contains the data.
2. Click on “**Download: XBRL Instance**” in the top right corner and save the file to your PC or network drive.
3. Close the form.
4. Select “**New Request**” and select the required new/empty form (e.g. MLO-154-99).
5. Click on “**Upload: XBRL Instance**” in the top right corner.
6. Click on “**Browse...**” and navigate to the file that was saved in step 2 above (usually in the “Downloads” folder).
7. Click “**Upload**”.
8. The system will then copy each data point from the XBRL file into the fields of the current form.
9. The system displays the message “**Import Successful**” to indicate that the data was all copied OK.
10. The user can then review and make changes to the data.
11. Proceed as usual through the rest of the validation process.

These instructions can be used for **New Application forms**, **Change Request forms** and **Financial Returns**.

## 6 TROUBLESHOOTING

### 6.1 COMMON VALIDATION RULES

*Pending*

### 6.2 UNDERSTANDING OTHER ERRORS

*Pending*